

24 July 1972

MEMORANDUM FOR: Director of Training

SUBJECT : Language School Annual Report -- FY 1972

1. Evaluation

The Language School has extended its activities by making language training available to more personnel. Dependent courses in French and Spanish were begun, the BAHLT program was extended, Headquarters courses in Russian were made available to more personnel, plans were begun for offering three additional languages at Headquarters in the fall, and the cassette loan program was extended to any Agency employee who wished to engage in self study. The administration of the School made a deliberate attempt to continue further professionalization of the faculty through training both on the job and through formal courses. There has been a constant re-evaluation of materials and selection of better and more current materials. Efforts were made to improve the School's audio visual materials. We are in the process of upgrading the quality of the recording studio and improving the techniques for creating software. The LS Library has been completely re-evaluated and purged of irrelevant and outdated materials. The LS language laboratory is in first-class condition and the Headquarters' laboratory was completely converted to cassettes in the past year.

It would seem that our ceiling of 73 contract employees is tolerable as long as we do not have a dramatic increase in training requirements and have the luxury of maintaining a group of independent contractors who do most of our outside sensitive training. Morale among staff and students remains quite high as noted in our regular interviews with students and critiques. The Faculty Advisory Committee continues to surface faculty concerns which are dealt with quickly so that the School administration's position or action is clear to all.

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AND METHODS INVOLVED

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Student enrollment was slightly up in FY 72 over FY 71 which is accounted for mostly by an increase in BAHLT enrollment and Headquarters training. The number of student hours was slightly lower in FY 72 than in FY 71, probably caused by students remaining in training for shorter periods of time. Arabic was dropped last year but reinstated shortly, then dropped because our principal instructor transferred to another Agency component. Czech was dropped for lack of students, and one instructor each in Chinese and Vietnamese were dropped. On the other hand, we picked up two Spanish instructors and one part-time Greek instructor and plan to pick up another Thai instructor. There were increases in enrollment in Indonesian, Portuguese, and Spanish, with decreases in enrollment in Chinese, Italian, and Vietnamese.

Language testing is becoming gradually more accurate and more consistent from language to language. We have developed a set of well-defined tasks which will further improve the testing system.

The BAHLT program was generally a success and will be continued into its fourth year. We have developed a cadre of competent BAHLT instructors and have upgraded our standards for new teachers in the program.

## 2. Accomplishments

### a. Training

#### (1) Internal Language Training (Tables 1A-L)

(a) During FY 72, 558 students engaged in 124,815 hours (17,830 man days) of daytime study in the Language School. During the year 465 were enrolled and 93 were carry-overs from FY 71. In FY 71, 511 students engaged in 131,078 hours (18,725 man days) of language study.

(b) Training was given in 212 classes (104 FT and 108 PT) in 23 languages. This compares with 190 classes (98 FT and 92 PT) in FY 71.

(c) Eleven BAHLT courses at the first and second year level were offered with 129 students in French, German, Spanish, and Russian. Two special BAHLT courses were also offered exclusively for TSD. Total BAHLT hours were 12,833 (1,833 man days). Fifty-seven students completed the BAHLT program. In FY 71 the BAHLT program had 105 students who completed 10,046 hours of instruction.

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(d) Total students in FY 72 : 687  
Total hours in FY 72 : 137,646  
Total man days in FY 72 : 19,663

(e) During the reporting period 30 persons were engaged in "special training" programs for a total of 1,184 student hours as compared with 5,584 hours in FY 71. These programs were given off Agency premises in seven languages (Table 2).

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(f) [REDACTED] was used a total of 71 times, 55 times by the Language School and 16 times by other Agency components. Three hundred and twenty-five students were given total immersion language training during the period.

(2) External Language Training (Table 3)

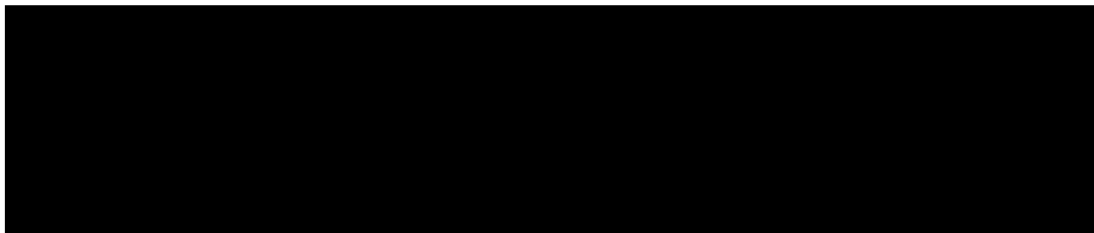
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During FY 72, 37 persons engaged in external language training at Agency expense. This does not include overseas (station sponsored) language training, the CS Language and Area Studies Program, or personnel enrolled in the [REDACTED] Of the 37, five were carry overs from FY 71 and the remainder (32) were enrolled during FY 72. This is six more than were enrolled during FY 71. During FY 72, 20 completed training and eight were carried over into FY 73. The cost of this training was \$63,239 (prorated; excludes salary).

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Of the 37 cases, nine took languages not taught by OTR's Language School; six were in excess of LS/TR's current capability; three cases could have been handled by LS/TR, but the sponsoring office insisted on external training; five were sensitive cover cases and the remainder (14) were cases where the student was either outside the Washington area or could not attend during working hours.

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b. Testing (Table 4)

(1) The total number of proficiency tests given in FY 72 was 1,194 compared with 1,211 in FY 71.

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(2) Other developments in testing included institution of an independent rating system in speaking tests, working closely with PSS on validating five of our most often used reading tests, conducting a comprehensive training program for all testers, and identifying the need to revise or create reading tests in some of the Asian languages.

c. Management

(1) Training courses were given to the faculty in typing, rapid reading, and use of audio visual aids.

(2) We have held conferences with a number of CS components on language training matters and plan to meet with others in the coming year.

(3) We have been involved in revision of materials in Indonesian and Russian and have worked on tape series in Italian, Romanian, Spanish, French, Chinese, Lao, and Russian.

(4) The School has been reorganized into three language departments, one administrative department, and one support branch.

(5) The size of the faculty remained about the same. Our Arabic instructor transferred to NE Division, one Vietnamese instructor resigned and was not replaced, and one Chinese instructor was terminated and not replaced (for lack of students). We are hiring two additional Spanish teachers and one part-time Greek instructor in anticipation of requirements.

d. Support to the Language Development Committee

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IS personnel assisted in the revision of Headquarters Regulations [REDACTED] In order to cultivate further interest in language development and language matters in general, IS personnel prepared and had published two issues of a new periodical, Language Highlights.

e. Technical Development

(1) The Headquarters' laboratory was changed to cassette format with the acquisition of new cassette recorder/players and new carrels. The use of cassettes considerably reduced the problems of storing tapes.

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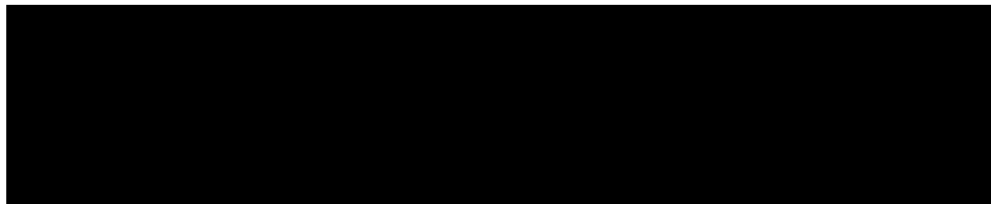
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(2) Improvements in the recording studio consisted of installation of an intercom system between studio and recorder console as well as a number of minor improvements. Plans call for redesign of the recording console and use of the second studio as the director's room.

(3) We have experimented further with the sound-actuated Cooper immediate playback recorder with favorable results, particularly with slow students.

3. Costs: Following are the FY 72 budgeted costs.

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Chief, Language School

Atts

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## INVOLVEMENT IN INTERNAL LANGUAGE TRAINING

BY DIRECTORATE - FY72

	(1) Number of Students	Number of Languages	Students Completed Training	Number of Carry-overs Into FY73
DP	337	23	282	55
DI	145	14	116	29
DS	50	13	44	6
DS&T	25	5	13	12
DCI	1	1	1	--
TOTAL	558	23	456	102

(1) Carry-overs from 1971 (93) and enrollees in FY72

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